

DD/A Registry

83-0446

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

"Guidelines for Identifying and Handling CIA Information During  
Declassification Review of Records from the Period 1946-54"

FROM: Director of Information Services 1206 Ames Building		EXTENSION		NO. OIS 83-112
TO: (Officer designation, room number, and building)		DATE		DATE 10 FEB 1983
		RECEIVED	FORWARDED	OFFICER'S INITIALS
1. EO/DDA		25 FEB 1983	25 FEB 1983	<i>[Signature]</i>
2.				
3. ADDA			25 FEB 1983	<i>[Signature]</i>
4.				
5. DDA		25 FEB 1983		<i>[Signature]</i>
6. <i>forward ltr w/enc</i>				
7.				
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

REGISTRY  
E-70-7

The attached letter (with guidelines) for your signature is a good example of the kind of work CRD does which does not come to anyone's attention. Nevertheless, it is important to the Agency and I doubt if there is another office in the Agency capable of preparing a response for this particular subject. There are a lot of unconnected problems that occur which CRD handles related to classification review. They are very much involved in reviewing and coordinating the different opinions concerning the CBS documents relative to the Westmoreland libel suit. I remain convinced that the effort is worthwhile and that it would be a mistake to abolish the centralized unit concept for intelligence classification review matters on behalf of the Agency.

We will continue to look at the staffing level, however, in an effort to make sure that our employees are fully utilized and challenged.

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TRANSMITTAL SLIP		DATE
TO: DDA Subject w/encl and atts		
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REPLACES FORM 36-8

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OIS Registry

83-112

**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON, D.C. 20505

83-0446

25 FEB 1983

Dr. Robert M. Warner  
Archivist of the United States  
National Archives and Records Service  
Eighth Street & Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear Dr. Warner:

Enclosed are the "Guidelines for Identifying and Handling CIA Information During Declassification Review of Records from the Period 1946-54," as required by Section 3.3(a) of Executive Order 12356 and Section 2001.(c)(3)(i) of Information Security Oversight Office Directive Number 1. The guidelines were coordinated in draft with Mr. Edwin A. Thompson of your staff.

The policy at CIA is that our offices must review information for which we are responsible before it can be declassified and released to the public. In the attached guidelines we have attempted to explain the reasoning behind that policy. In addition, we have described our activities as an intelligence agency as they relate to the creation and protection of classified records, and we have tried to anticipate, at least in a broad sense, where such records might be encountered in the files of other U.S. Government agencies. Finally, we have provided a three-page listing of the various types of intelligence reports and publications that CIA produced during the period with descriptions and comments about where they may be held in governmental records.

The enclosed guidelines supersede the "Central Intelligence Agency Systematic Review Guidelines" signed by Director Stansfield Turner which were issued pursuant to Executive Order 12065 and forwarded under a letter of 5 June 1979.

Previously issued guidelines covering the records of the Office of Strategic Services (OSS), material of the Foreign Broadcast Information Service (FBIS), and the Foreign Documents Division (FDD) remain in effect but will be reviewed and considered for revision as necessary.

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I hope that the enclosed guidelines will be useful in your systematic declassification review program. Should you have any questions concerning these guidelines, please contact [redacted] Director of Information Services, Directorate of Administration, CIA, Washington, D.C. 20505, telephone [redacted]

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Sincerely,

Harry E. Fitzwater

Harry E. Fitzwater  
Deputy Director  
for  
Administration

Enclosure

Distribution:

- Orig - Addressee w/encl and atts
- ✓ 1 - DDA Subject w/encl and atts
- 1 - DDA Chrono
- 1 - D/OIS Subject w/encl and atts
- 1 - D/OIS Chrono
- 1 - CRD Liaison w/NARS w/encl and atts
- 1 - CRD Chrono

[redacted] kgr (22 February 1983)

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